



Events Specialist

City of Miami Gardens, FL. (109,700)

Posted Date: 11/19/2012

Deadline: 12/07/12, or until filled.

Starting Salary: \$39,323.69 min. to \$49,159.35 mid./DOQ

Nature of Work:

An employee in this class is responsible for implementing community-wide events, public information and media activities. Supervision is received from the Assistant City Manager, who reviews work for effective planning and executing community-wide events and festivals; Coordination with public relations and media activities.

Minimum Requirements:

Bachelor's degree in Marketing, Public Relations, Public Administration, Journalism, Communications, English or a related field. Two (2) years of professional experience in the coordination and implementation of events, advertising, marketing or public relations is required. Professional experience should include one (1) year working in an independent capacity with limited supervision or one (1) year experience supervising subordinate staff. Additional experience may substitute for the required education on a year-for-year basis. Must possess a valid driver license and maintain satisfactory driving record throughout employment.

Please send Resume & Official City Application Form to:

Human Resources Department, City of Miami Gardens
1515 NW 167th Street, Bldg. 5 - Suite 200
Miami Gardens, FL 33169
Fax: (305) 622-8265
www.miamigardens-fl.gov
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